

MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM
SECOND QUARTERLY ACTIVITY REPORT
OCTOBER THROUGH DECEMBER 2003

Prepared by
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of the
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
RESEARCH PROGRAM
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

CONTRACT REQUIREMENTS

GENERAL

The LTAP staff currently consists of Steven V. Jenkins, Director, Donnetta Bohrman, Conference Coordinator/Accounting Tech, Michele Beck, Graphics Technician and two student employees.

Task A – Compile and Maintain a Mailing List

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter.

Table 1: Mailing List (as of December 31, 2003)

Category	Prior Count	Additions Or Deletions	Current Count
Federal	201	0	201
State	254	0	254
County	366	4	370
City	304	-2	302
Tribal	27	0	27
Private	337	2	339
Other	39	0	39
Total	1528	4	1532

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

Figure 1. Mailing List Budget vs. Costs-to-Date

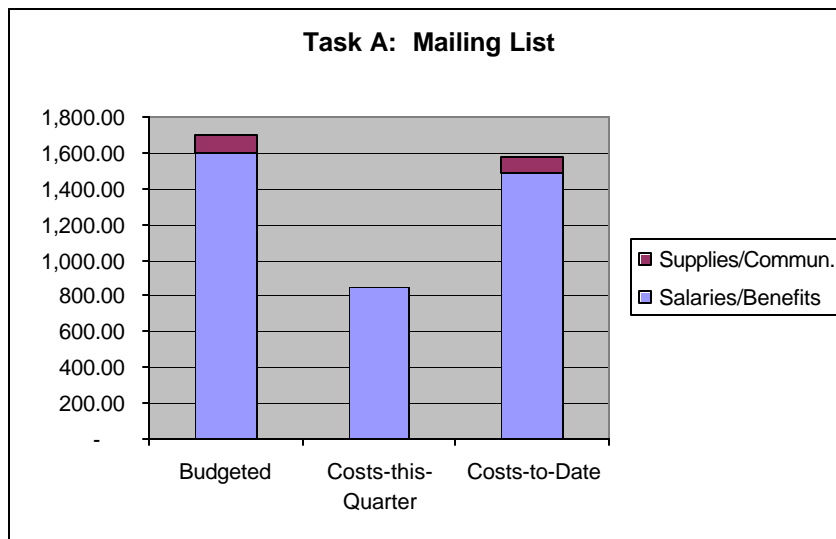


Table 2: Mailing List Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	853.70	\$1,600.00	1491.60
Supplies/Communications	25.00	0.00	100.00	81.17
Total Direct Costs	\$425.00	\$853.70	\$1,700.00	\$1572.77

Task B – Publish a Quarterly Newsletter

The second quarterly newsletter (October, November, December) for 2003 was published in October 2003. It contained the following articles: Gravel Roads, Annual Calendar, Culvert Inspection, Messages from MACRS President, Equipment Training Conference & Snow Rodeo and New Publications & Videos.

Approximately .8% of the Director's time, 26.3% of the Graphics Technician's time and 1.7% of the Conference Coordinator's time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

Figure 2: Newsletter Budget vs. Costs-to-Date

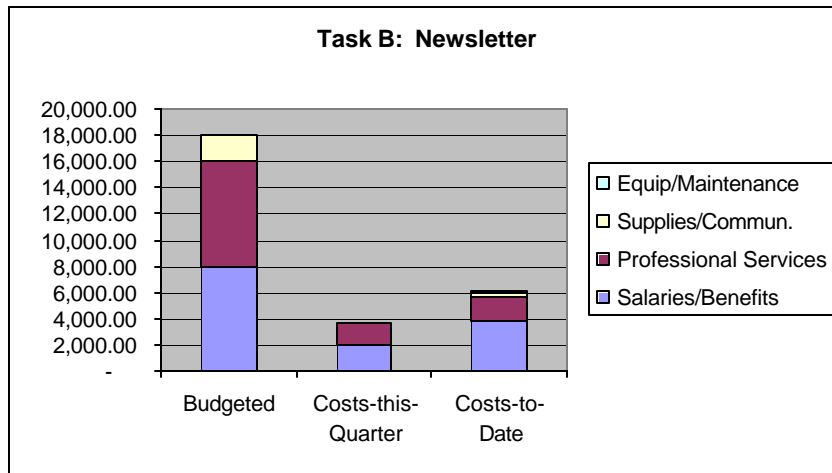


Table 3: Newsletter Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	1,947.67	\$8,000.00	3,768.75
Printing (professional svc.)	2,000.00	1,782.44	8,000.00	1,851.89
Supplies/Communications	500.00	0.00	2,000.00	319.01
Equipment	0.00	0.00	0.00	101.00
Total Direct Costs	\$4,500.00	\$3,730.11	\$18,000.00	\$6,040.65

Task C – Provide Technology Transfer Materials

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4.

Table 4: Publications (October 1 to December 31, 2003)

	FHWA Publications	SHRP Publications	Other Publications
Federal	2	-	75
State	7	-	160
County	6	-	1224
City	4	-	98
Tribal	0	-	0
Private	2	-	16
Other		-	
Total	21	-	1573

Software mailed this quarter is shown by category of requesting party in Table 5.

Table 5: Software (October 1 to December 31, 2003)

Agency	Orders Per Agency	Total Software Sent
Federal	-	0
State	-	0
County	-	0
City	-	0
Tribal	-	0
Private	-	0
Other	-	0
Total	0	0

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6.

Table 6: Videotapes (October 1 to December 31, 2003)

Agency	Orders Per Agency	Total Videotapes Sent
Federal	0	0
State	1	1
County	11	33
City	4	7
Tribal	0	0
Private	4	14
Other	0	0
Total	20	55

Approximately .3% of the Director's time, 11.6% of the Conference Coordinator's time and 24.9% of the Graphics Technician's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (indirect costs)

Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date

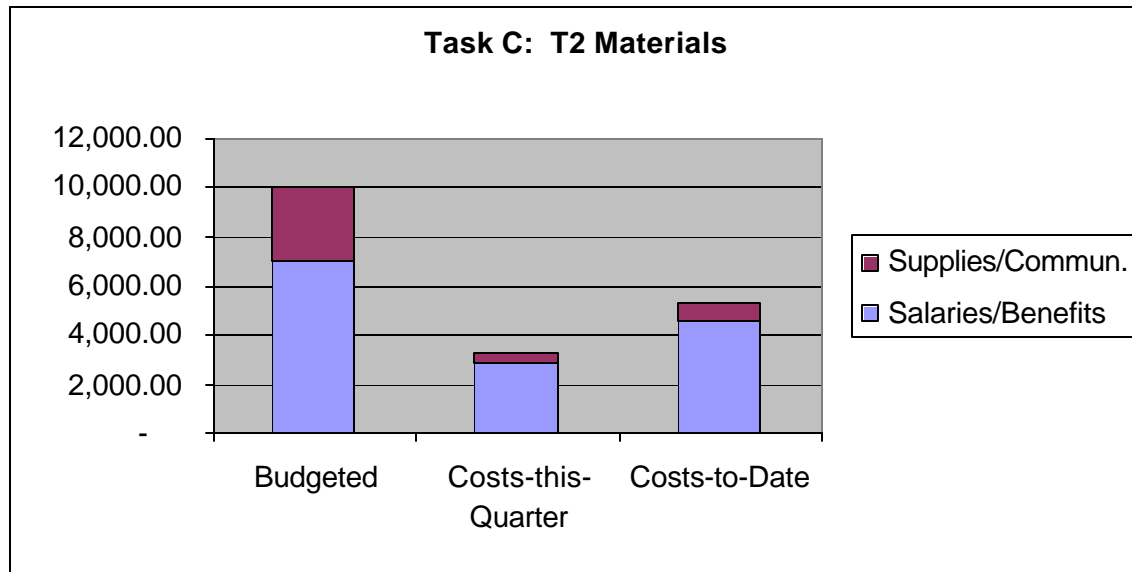


Table 7: Technology Transfer Materials Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	2,831.07	\$7,000.00	4,586.23
Supplies/Communications	750.00	420.43	3,000.00	705.81
Total Direct Costs	\$2,500.00	\$3,251.50	\$10,000.00	\$5,292.04

Task D – Provide Information and On-Site Technical Assistance

The Director spent 7.0% of his time providing 55 separate instances of technical assistance during this quarter.

The number of WATTS line calls in October, November and December was 404 for approximately 18:62 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

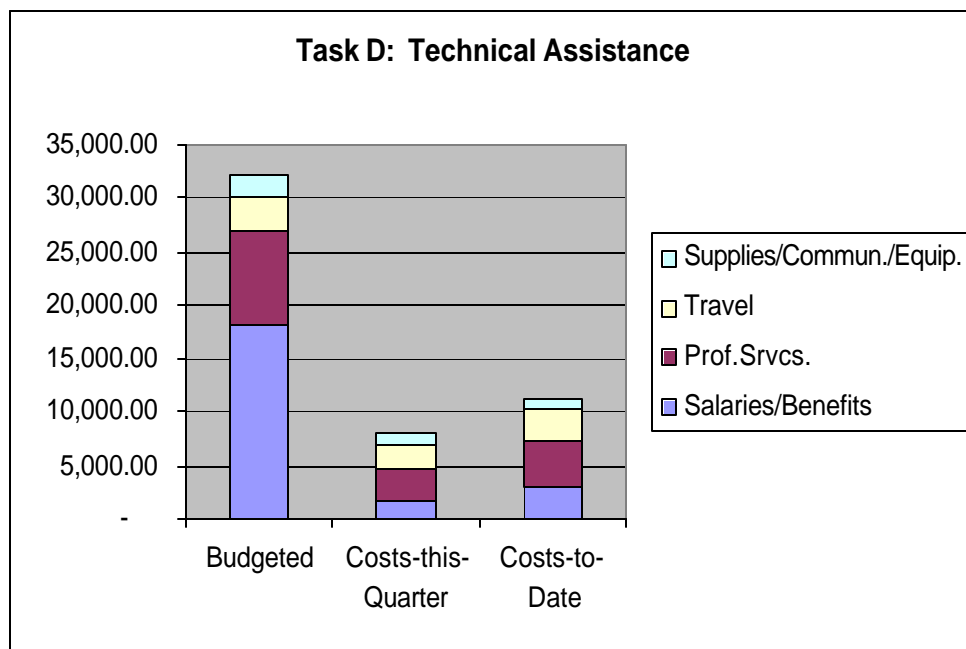


Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,500.00	1,775.89	\$18,000.00	2,865.56
Professional Services	2,250.00	2,900.00	9,000.00	4,490.00
Travel	750.00	2,174.53	3,000.00	2,819.59
Supplies/Communications	350.00	1,187.39	1,400.00	1,187.39
Equipment	250.00	0.00	1000.00	0.00
Total Direct Costs	\$8,100.00	8,037.81	\$32,400.00	\$11,362.54

Task E – Conduct or Arrange Seminars/Training Sessions

During this three-month period, sixteen workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops were Work Zone Flagging, MACRS District Meeting: Drainage and Trenching, Tow Truck Flagging Certification, Winter Survival and Leadership: League of Cities and Towns.

Approximately 90.5% of the Director's time, 100 % of the Field Engineer's time, 74.1 % of the Conference Coordinator's time, 41.9% of the Graphic Technician's time and 100% of the student's time was spent on this task during the quarter.

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus the costs-to-date (in direct costs).

Table 9: Workshops/Training Sessions Conducted (October 1 to December 31, 2003)

Date	Title	Location	# Attended	Instructor
10/01/03	League of Cities & Towns	Billings	35	Steve Jenkins
10/02/03	MACRS Dist. Mtgs: Drainage and Trenching	Glendive	26	Steve Jenkins Sam Gianfrancisco
10/03/03	League of Cities & Towns	Billings	35	Steve Jenkins
10/07/03	MACRS Dist. Mtgs: Drainage and Trenching	Great Falls	20	Steve Jenkins Sam Gianfrancisco
10/08/03	MACRS Dist. Mtgs: Drainage and Trenching	Missoula	16	Steve Jenkins Sam Gianfrancisco
10/08/03	Tow Truck Flagging Certification	Butte	36	Steve Jenkins
10/09/03	MACRS Dist. Mtgs: Drainage and Trenching	Butte	19	Steve Jenkins Sam Gianfrancisco
10/22-24/03	LTAP Region 8 Conference	Rapid City	N/A	Steve Jenkins
11/04/03	Winter Survival	Billings	10	Steve Jenkins
11/05/03	Work Zone Flagging	Billings	10	Steve Jenkins
11/12/03	Winter Survival	Missoula	14	Steve Jenkins
11/13/03	Work Zone Flagging	Polson	18	Steve Jenkins
11/14/03	Work Zone Flagging	Butte	33	Steve Jenkins
11/17-18/03	MACRS 2004 Planning Mtg	Lewistown	20	Steve Jenkins
12/17/03	Burlington Northern Santa Fe: Flagger Training Presentation	Bozeman	6	Steve Jenkins
12/19/03	MDT- Flagger Work Zone Safety	Great Falls	9	Steve Jenkins
	Total		307	

Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date

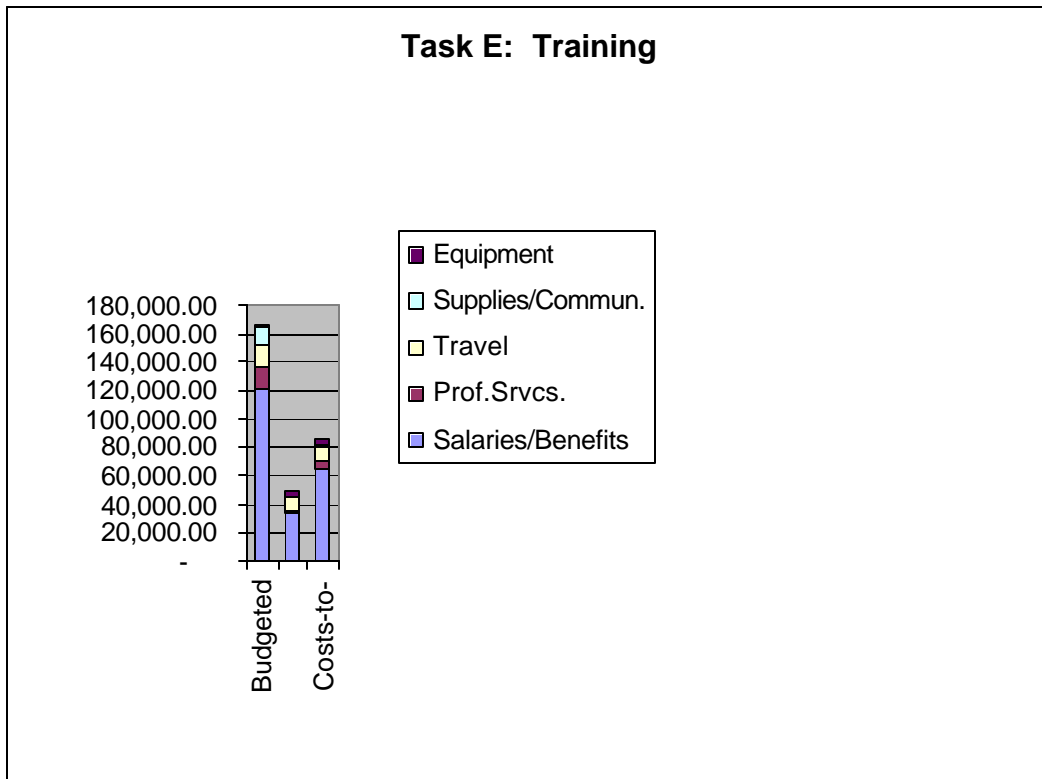


Table 10: Seminars/Training Sessions Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$30,366.50	34,121.65	\$121,466.00	65,536.96
Professional Services	3,750.00	1,810.96	15,000.00	4,150.96
Travel	4,031.75	7,989.17	16,127.00	10,599.97
Supplies*/Communications	2,833.50	923.38	11,334.00	1,423.14
Equipment	750.00	4,108.00	3000.00	4,241.00
Total Direct Costs	\$41,731.75	\$48,953.16	\$166,927.00	\$85,952.03

Task F – Evaluation

*Supplies include conference services costs related to workshops/seminars.

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting.

Approximately .8% of the Director's time and 9.0% of the Conference Coordinator / Accounting Technician's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

Figure 6: Evaluation Budget vs. Costs-to-Date

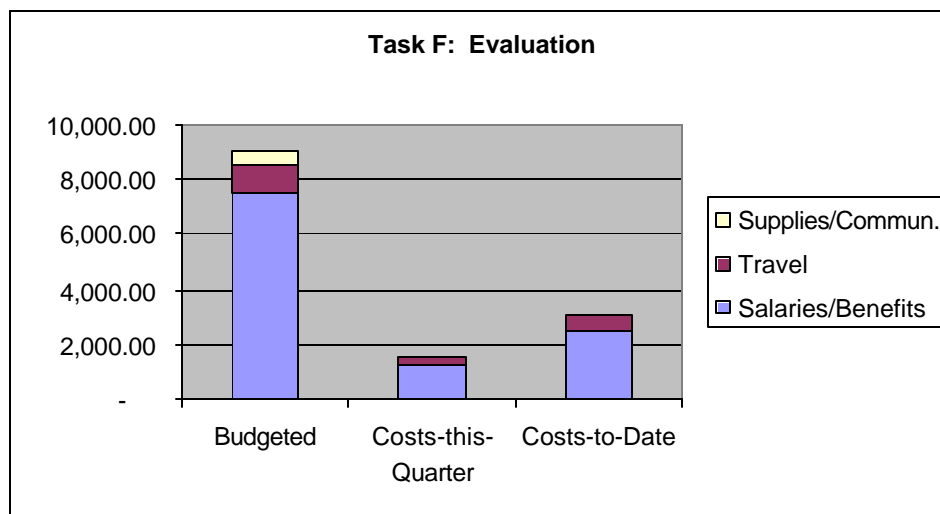


Table 11: Evaluation Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	1,231.47	\$7,500.00	2,446.04
Travel	250.00	372.21	1,000.00	609.66
Supplies/Communications	125.00	0.00	500.00	0.00
Total Direct Costs	\$2,250.00	\$1,603.68	\$9,000.00	\$3,055.70

Task G – Special Projects

Funds are actively being pursued to upgrade and reprint the “Guidelines For Work Zone Safety” MDT pocket book. Members from the Montana Work Zone Safety Committee will be selected to edit and write the material.

LTAP has contracted with BNSF Railroad to provide a flagger training program for railroad flaggers. Expected revenues are \$5,000.00.

Figure 7: Special Project Budget vs. Costs-to-Date

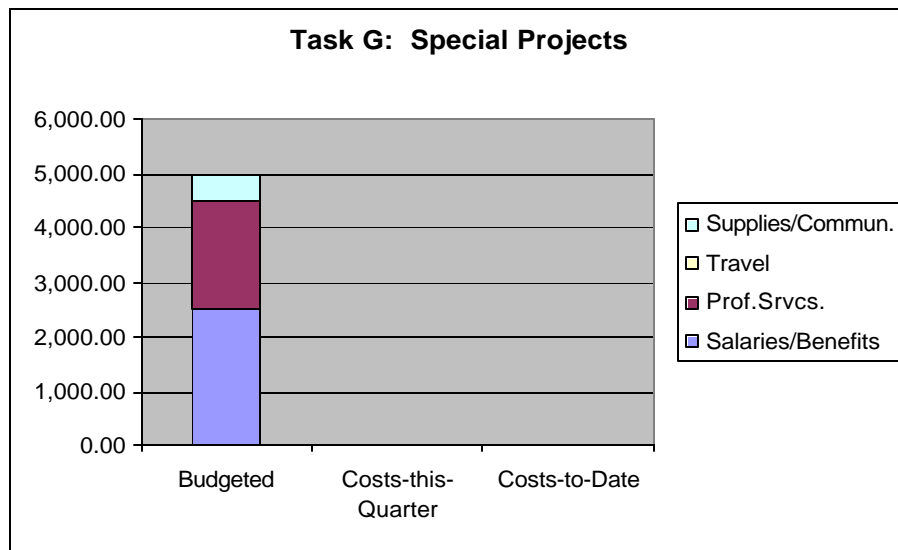


Table 12: Special Project Budget Summary

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$625.00	0.00	\$2,500.00	0.00
Professional Services	500.00	0.00	2,000.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	125.00	0.00	500.00	0.00
Total Direct Costs	\$1,250.00	\$0.00	\$5,000.00	\$0.00

Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13.

Figure 13: Other Costs Budget

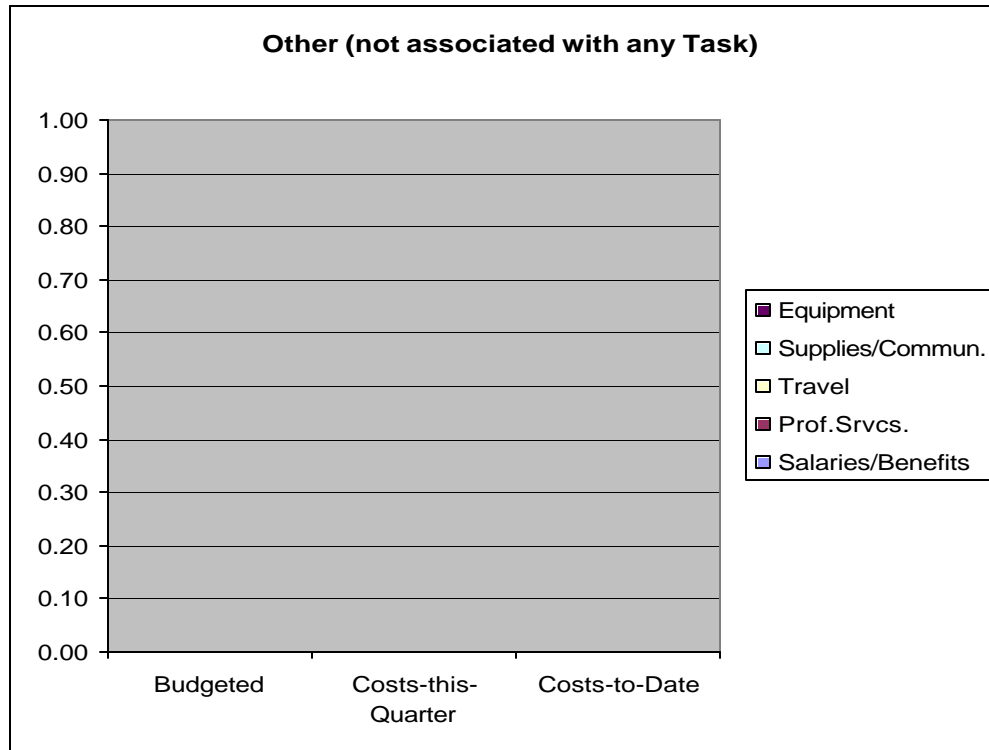


Table 13: Other Costs

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET SUMMARY BY CATEGORY

Second Quarter 2003

Direct Costs	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,516.50	42,761.45	\$166,066.00	80,695.14
Professional Services	8,500.00	4,710.96	34,000.00	8,640.96
Travel	5,031.75	10,535.91	20,127.00	14,029.22
Supplies/Communications	4,708.50	4,313.64	18,834.00	5,568.41
Equipment	1000.00	4,108.00	4,000.00	4,342.00
Total Direct Costs	\$60,756.75	\$66,429.96	\$243,027.00	\$113,275.73
Indirect Costs	14,493.25	15,846.57	57,973.00	27,021.42
Total Direct and Indirect Costs	\$75,250.00	\$82,276.53	\$301,000.00	\$140,297.15

BUDGET SUMMARY BY TASK

Second Quarter 2003

Task	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	853.70	\$ 1,700.00	1,572.77
Newsletter	4,500.00	3,730.11	18,000.00	6,040.65
Technology Transfer Materials	2,500.00	3,251.50	10,000.00	5,292.04
Information/Technical Assistance	8,100.00	8,037.81	32,400.00	11,362.54
Seminars/Training Sessions	41,731.75	48,953.16	166,927.00	85,952.03
Evaluation	2,250.00	1,603.68	9,000.00	3,055.70
Special Projects	1,250.00	0.00	5,000.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Total Costs	\$ 60,756.75	\$66,429.96	\$243,027.00	\$113,275.73

SUMMARY

This quarter LTAP provided workforce development for city and county employees. Training and certification was requested in the MACRS District meetings and the Annual League of Cities and Towns meeting. County topic included; Drainage/Trenching Certification and Basic Surveying. Workshops provided by the City Public Works Director were; Leadership, Road Needs Assessment, Stormwater, Solid Waste and Federal Funding for Urban Areas.

Several Winter Survival courses were provided to prepare for the winter season. Traffic Control was provided for the BIA, MDT and local governments.